

**GROUP-E: ELECTIVE COURSE-I**  
**M.ED. EC213: CAREER COUNSELING**

**Objectives:**

1. Students will become familiar with the philosophy, principles and concepts of Guidance
2. Students will be able to set up Guidance services for the school.
3. Students will understand the procedures of guidance work.
4. Students will be able to administer, score and interpret tests
5. Students will develop skills in collecting, processing and disseminating occupational information.
6. Students will be able to handle simple cases of guidance and counseling

**Unit-I Work Experience**

- 1.1 Why should we know about the world of work
- 1.2 Why do men and women work?
- 1.3 How do occupations satisfy our needs?
- 1.4 Different types of occupations: intellectual, clerical, Mechanical, social, business, art

**Unit-II Techniques for collecting information**

- 2.1 Standardized tests
- 2.2 Non-standardized techniques (general description)
  - Anecdotal record
  - Autobiography
  - Case study
  - Sociometry
  - Questionnaire
  - C.R.C.
- 2.3 Interview
  - (i) Definition of interview
  - (ii) Stages of interview
  - (iii) Types of interview
- 2.4 Qualities of the interviewer

**Unit-III Setup of guidance services in schools and colleges**

**Unit-IV Counseling :**

- 4.1 Definition of counseling
- 4.2 Approaches to counseling.
  - Directive
  - Non-directive
  - Elective
- 4.3 Qualities of counselor
- 4.4 Ethics in Counselling
- 4.5 Code of Ethics and Standard's of practice suggested by National Vocational and Educational Guidance Association.